



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Deputy Sheriff DATE OPENED: 2/29/2016

DEPARTMENT: Sheriff's Office CLOSING DATE: 3/25/2016

If you have any questions about this position vacancy, call: (406) 75 8 - 5869.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME - Sheriff

☒ FULL
TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 24.08 per Hour

☐ TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 24.53 per Hour

3 YEAR STEP: \$ 25.02 per Hour

5 YEAR STEP: \$ 26.32 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☐ YES ☒ = 30 NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

*This job posting will be used to fill current vacancies as well as establish a hiring list for possible future openings.

*Longevity pay will be paid monthly after completing the first year at the rate of 1% of your base pay for continuous years of service.

*Please see complete posting for detailed instructions on testing and application requirements. (This posting has 3 pages)

*A completed Deputy Sheriff POST application must be submitted by the deadline to be considered.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS FOR DEPUTY SHERIFF

Required Knowledge, Skills and Abilities

Applicant must have good oral and written communication skills coupled with computer literacy, including typing. The ability to learn quickly, solve problems and good judgement while acting under pressure is mandatory. Applicant must have acute observational skills, be self-motivated and assertive. Integrity and good interpersonal skills are imperative.

Special Qualifications

1. Applicant must be at least 18 years of age to be hired. There is no maximum age limit.
2. Applicant must have a high school diploma or equivalent.
3. Applicant must be in possession of a valid driver's license and able to obtain a Montana driver's license before hiring date. A poor driving record as evidenced by accident(s) in which the applicant is at fault or driving citations are grounds for disqualification.
4. Must be a citizen of the United States and in possession of a social security card.
5. All applicants who have been convicted of a criminal offense may be disqualified. A habitual law violator will also be disqualified. Circumstances surrounding all arrests and convictions will be carefully considered and evaluated in determining the fitness of the candidate for employment. Conviction of a felony will be grounds for automatic disqualification.
6. Indebtedness may be grounds for disqualification when the indebtedness is considered as evidence of an individual's lack of character or good judgment.
7. Applicants must complete a typing test with a 30 word per minute net score. The typing test certificate provided by the Flathead Job Service Workforce Center must be turned in with the application. **Applications received without this form will not be considered.**

Investigation of Applicant

Each applicant must sign and complete the form titled, "Disclosure and Authorization Regarding Background Investigation", waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office. **Applications received without this waiver will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.

Examination Requirements

- All applicants must successfully pass written, physical fitness, and drug tests. The procedure for the physical fitness test is attached. The "Waiver of Responsibility" form must be included in your application, even if you have successfully past the physical fitness test within 6 months. **Applications received without this form will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.
- The written test may be waived for applicants who are prior POST certified.

IMPORTANT TESTING INFORMATION

All applicants must pass the written exam and the Montana Physical Abilities Test (MPAT). The written exam will be waived for current POST certified individuals. POST certified applicants must provide proof of POST certification to the below address.

Flathead County Sheriff's Office
Attn: Applications
920 S. Main Street, Suite 100
Kalispell, MT 59901

POST certificates must be received by March 25, 2016 for waiver of the written exam.

ALL applicants are required to check in Wednesday, April 6th, 2016 at 8:30 a.m. at the Flathead City/County Health Department building located on 1035 1st Avenue West, Kalispell, MT, Conference Room A & B on the second floor. The written test starts promptly at 9:00 a.m. Applicants will not be allowed to enter the test room after this time. Test scores will be posted after test at Flathead County Sheriff's Office, 920 S. Main after testing. Those who pass will take the MPAT physical at Northwest Shooter located at 32 Western Village Lane, Columbia Falls, MT (Two miles north of Glacier International Airport) at 1:00 p.m. Applicants should bring athletic attire and a place will be available to change clothing.

Interview times will be assigned after completion and screening of applicants who successfully complete the required testing process. Interviews will be scheduled for April 7th and 8th.